

CQC 7-1510

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**MINUTES OF THE STEERING COMMITTEE MEETING
DIRECTOR'S CONFERENCE ROOM**

16 August 1957

PRESENT WERE:

Col. L. K. White
Mr. Lyman Kirkpatrick
Mr. Robert Amorv, Jr.

Mr. James Garrison
Col. Sheffield Edwards

Deputy Director (Support), Chairman
Inspector General
Deputy Director (Intelligence)
Chief of Operations, DD/P
Director of Logistics
Director of Security
Chief, Building Planning Staff
DD/P Liaison Representative
DD/I Liaison Representative
DD/S Liaison Representative
Project Officer, Building Planning Staff
Exec. Officer, Building Planning Staff

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**AGENDA AND ACTION TO BE RECOMMENDED
TO THE DIRECTOR OF CENTRAL INTELLIGENCE
IN ORDER OF DISCUSSION**

1. SECURITY FENCE

The Committee agreed that:

a. An 8 foot chain link cyclone fence with double barbed wire overhang should be erected along the west property line and within the area which is to be cleared in accordance with drawings and specifications prepared by Clarke and Rapuano and used by the Public Buildings Service as the basis for inviting bids for clearing and grubbing, rather than around the perimeter of the site.

b. The fence will be erected during or after the completion of the rough grading, and prior to commencement of the actual building construction.

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c. Gates will be guarded immediately upon completion of the fence to ensure that the site is under complete Security control before work under the general contract begins.

d. Funds for erection of the fence will not be taken from the Building Appropriation, but will be obtained from the regular operating budget of the Agency.

2. PROTECTIVE CONSTRUCTION

The Committee agreed that:

a. Suggestions regarding protective construction, or other building features, should be carefully evaluated on an individual basis, and, if practical and economically feasible within funds presently available, should be adopted and incorporated in the building plans.

b. The suggestions regarding filter protection against biological, chemical, or radiological attack offered in memorandum number SO 4133, dated 18 July 1956 from the Chief, Scientific Operations, FI/OPS to [redacted] and memorandum number SO 4884, dated 18 July 1957 from the Chief, Scientific Operations, FI/OPS to [redacted] are not economically feasible and cannot be adopted.

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c. The building planning should proceed without including protective construction features subject only to conditions specified in paragraph 2 a, above.

3. PARKING FACILITIES

It was agreed that:

a. Plans should proceed on the basis of the present requirement for 3,000 parking spaces.

b. About one year prior to occupancy of the building a comprehensive survey of employee requirements will be conducted.

c. If the results of the survey at that time demonstrate a positive requirement for additional parking facilities, appropriate action will be taken to provide them.

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4. GROUND FLOOR WINDOWS

It was agreed that:

a. Considerations of providing best possible daylight illumination for working space on the ground floor of the new building should take precedence over considerations of external appearance.

b. The possibility of modifying the design of the ground floor windows to provide more daylight should be discussed with the architect.

**5. SPACE ASSIGNMENT FOR TELEPHONE SECTION, OL/DD/S,
and [REDACTED] ORR-DD/I**

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It was agreed that:

a. This item should be suspended for the present.

b. The Building Planning Staff should obtain estimated costs for telephone installations on the second floor, as shown on present drawings, for comparison with costs of telephone installations on the ground floor in the general area presently allocated to the [REDACTED]

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c. Upon receipt of these estimates the DD/I and DD/S will discuss the appropriate action without further referral to the Steering Committee.

6. STAGGERED WORK HOURS AND LUNCHEON PERIODS

It was agreed that:

a. Hours of work should be staggered.

b. A comprehensive study should be conducted to determine the method by which this should be accomplished, and the time periods involved.

c. Requirements should be levied upon the Deputy Directors for determining which of their elements should report to work at what hour.

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d. Luncheon periods should be staggered by request rather than assigning people or organizational elements particular hours for dining.

7. LOCATION OF CORRIDORS

It was agreed that:

a. Corridor locations as recommended by the architect are acceptable in all areas except Wing 5.

b. The Building Planning Staff should request representatives of Harrison and Abramovitz to discuss the corridor locations in Wing 5 with the DD/I and representatives of his Staff in Washington in Washington, and, if at all possible, this should be accomplished prior to 21 August 1957.

8. SPACE LAYOUTS - 150 SQUARE FOOT CUBICLES vs. 75 SQUARE FOOT CUBICLES

It was agreed that:

a. Every effort should be made to provide the maximum privacy consistent with the component requirements as stated and shown on the Tentative Drawings of 5 August 1957.

b. The Building Planning Staff should obtain estimates showing approximate costs of partitions as presently shown on the tentatives for comparison with approximate costs of partitions as shown on the architect's sketches submitted with Mr. Harrison's letter of 9 August 1957.

c. These estimates and the comparative planning virtues of both schemes would be discussed further among the liaison representatives, the Building Planning Staff, and the architects.

d. Final conclusions and adoption of an acceptable plan must be accomplished immediately in order that our comments can be submitted to PBS and the architects on schedule.

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9. PNEUMATIC TUBES

It was agreed that:

a. Every effort will be made to conform with the recommendations of the architect to locate the stations as nearly vertically as possible and uniformly through the towers to provide approximately equal service on all floors of the wings.

b. This principal will apply except where more limited requirements or special considerations dictate a deviation.

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Secretary, Steering Committee

Distribution:

2 - DD/S

1 - Ea. attending

2 - BPS

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OL/BPS

(19 August 1957)

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